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CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification Posting Number

LAB MANAGER (CRIME LAB MANAGER) PN #110464

Department

HOUSTON POLICE

Division Section **CRIME LABORATORY (FIREARMS SECTION)**

N/

Reporting Location

1200 TRAVIS*

Workdays & Hours

MONDAY - FRIDAY, 8:00 A.M. - 4:00 P.M.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Provides management and direction over the operations of the Firearms Section of the Crime Laboratory. Directs supervision and training of personnel. Sets sectional goals and monitors all activities. Participates in selection of applicants for entry level positions and the selection of personnel for promotions. Keeps records of all applicants interviewed. Takes an active part in all aspects of laboratory operations and directs and participates in laboratory projects. Provides technical assistance to police officers, district attorneys, other law enforcement agencies and the public. Establishes guidelines and develops long range plans, budgetary and personnel needs. Ensures that guidelines are up to date and accurate. Monitors case load and budgetary request for operations.

10 WORKING CONDITIONS

There are occasional exposures to significant levels of heat, cold, moisture and air pollution. The position may involve exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in a physical science or closely related field.

CERTIFICATION:

Prefer a professional certification pertinent to the work being performed from an organization recognized by the Houston Police Department.

12 MINIMUM EXPERIENCE REQUIREMENTS

Five years of experience in a forensic laboratory as a criminalist are required.

MINIMUM LICENSE REQUIREMENTS

 $\frac{13}{\text{None.}}$

14 PREFERENCES

None.

15 SELECTION/SKILLS TESTS REQUIRED

None

16 SAFETY IMPACT POSITION X Yes No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 | SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range – Pay Grade 28</u>

\$2,757.00 - \$3,193.00 Biweekly \$71,682.00 - \$83,018.00 Annually

18 *OPENING DATE* May 17, 2006

19 CLOSING DATE Open Until Filled

20 APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer